



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until November 30, 2022.***

Title <b>Administrative Assistant 2 [Unclassified]</b>			Salary <b>P21 \$56,893.23 - \$80,546.58</b>
Posting Number <b>E247-22</b>	Position Number <b>957698</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/16/2022</b> To: <b>03/30/2022</b>
Location: <b>55 North Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>The Administrative Assistant 2 is responsible for providing high-level administrative support to the RMRT program (other programs as needed), team, and leadership by strategizing improvements to existing processes as well as implementing policies and critical safety procedures.</p> <p>Will directly assist the Project Director and Executive Director in coordinating RMRT service scheduling and calendar management. Will provide additional support by assisting with administrative duties such as onboarding (orientation) and offboarding (collection of ID badges, equipment, etc.) employees, and interfacing with clients, vendors, and employees on a regular basis.</p> <p>The Administrative Assistant 2 will provide assistance by managing calendars, planning and coordinating meetings and events, creating reports and presentations, establishing and maintaining files, run office projects (moves, installations, etc.), as well as resolve conflicts from any received internal and external complaints.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college with a Bachelor' degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b>PSTOC@doh.nj.gov</b></li><li>• Mail the required documents to: <b>Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #E247-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0355</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*